



*Community Services Division*

## **GOODYEAR FIRE DEPARTMENT CERTIFICATE OF OCCUPANCY CHECKLIST**

**PURPOSE:** The purpose of this handout is to provide assistance by documenting the most common items that will be confirmed as being in compliance for Temporary Certificate of Occupancy (TCO) or Full Certificate of Occupancy (C of O). This checklist is not intended to include all items or issues. Compliance with additional items may be required prior to the Goodyear Fire Department signing for TCO or C of O.

### **Temporary Certificate of Occupancy (TCO)**

- ▶ Fire sprinkler system inspected, tested and approved (Final green tag issued by Fire Department)
- ▶ Fire alarm system inspected, tested and approved (Final green tag issued by Fire Department)
- ▶ If applicable, commercial hood system inspected, tested and approved (Final green tag issued by Fire Department)
- ▶ Knox box(s) installed in accordance with Policy P506
- ▶ Keys provided for placement in Knox box(s)
- ▶ Building address posted, size of letters based on distance from public right-of-way
- ▶ Backflows chained and padlocked, if applicable.
- ▶ PIV's padlocked in open position.

### **Full Certificate of Occupancy (Full C of O)**

- ▶ Fire riser room door marked FIRE RISER, 4" letters, contrasting color to background
- ▶ Fire alarm control panel door marked FACP, 4" letters, contrasting color to background
- ▶ Fire apparatus access roads (fire lanes) posted and approved
- ▶ Suite numbers posted, front and rear doors, 4" numerals/letters, contrasting color to background
- ▶ FDC identified by signage identifying building it serves, if required; letter size based on distance from fire apparatus access road.
- ▶ Knox box(s) installed in accordance with Policy P506
- ▶ Keys provided for placement in Knox box(s)
- ▶ Vehicle protection for gas meters when subject to vehicular traffic
- ▶ Portable fire extinguishers shall be installed to be visible and accessible. The rating of the fire extinguishers vary, depending on use of area in building being protected.